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## **Subject: PROJECT PLAN – ICT Cloud Computing update for the ICA11 Training Package**

The project plan includes the following details:

- Aim of project
- Methodology
- Consultation, Communication and Validation Strategies
- Risk Management Strategy
- Timelines

### **Aim of the Project**

To identify the current industry relevant technologies in the area of cloud computing and review the ICA11 Information and Communications Training Package to insure it reflects current industry requirements in this area.

Based on the findings from the IBSA document titled the “Cloud Computing Analysis report” undertake the following:

1. develop a discussion paper to provide further research and to validate the work undertaken in the “Cloud Computing Analysis report” for the ICA11 update around Cloud Computing
2. undertake extensive consultation with relevant industry, professional and RTO bodies
3. where appropriate based on 1 & 2 above
  - develop new units of competency
  - update current competencies
  - develop new skill sets

The project dependent on the analysis above will include the development of a new skill set, a number of new units and several revised units of competency as required by industry and will ensure that these skill sets and units are structured to provide maximum flexibility and transferability of skills within and across industry sectors.

## Methodology

TAFE NSW, Industry Skills Unit (Ultimo) has a long and successful history of instructional design, development and delivery in the area of ICT business skilling and re-skilling. We also have a strong working and collaborative partnership with IBSA while undertaking previous development work on the ICT10 and ICA11 Training Packages.

Our strength at ISU, Ultimo in the ICT area is our strong partnership with industry that enables us to provide training programs that target the ICT industry with the appropriate skills to meet their business requirements. These industry partners include Optus, Telstra, RailCorp, Nortel, Nokia, Cisco, Red Hat, Microsoft, Novell and Country Energy etc. We also share similar partnership with industry associations such as ATUG, AIIA, ACS, CompTIA and ACFIPS (NSW ITAB) etc.

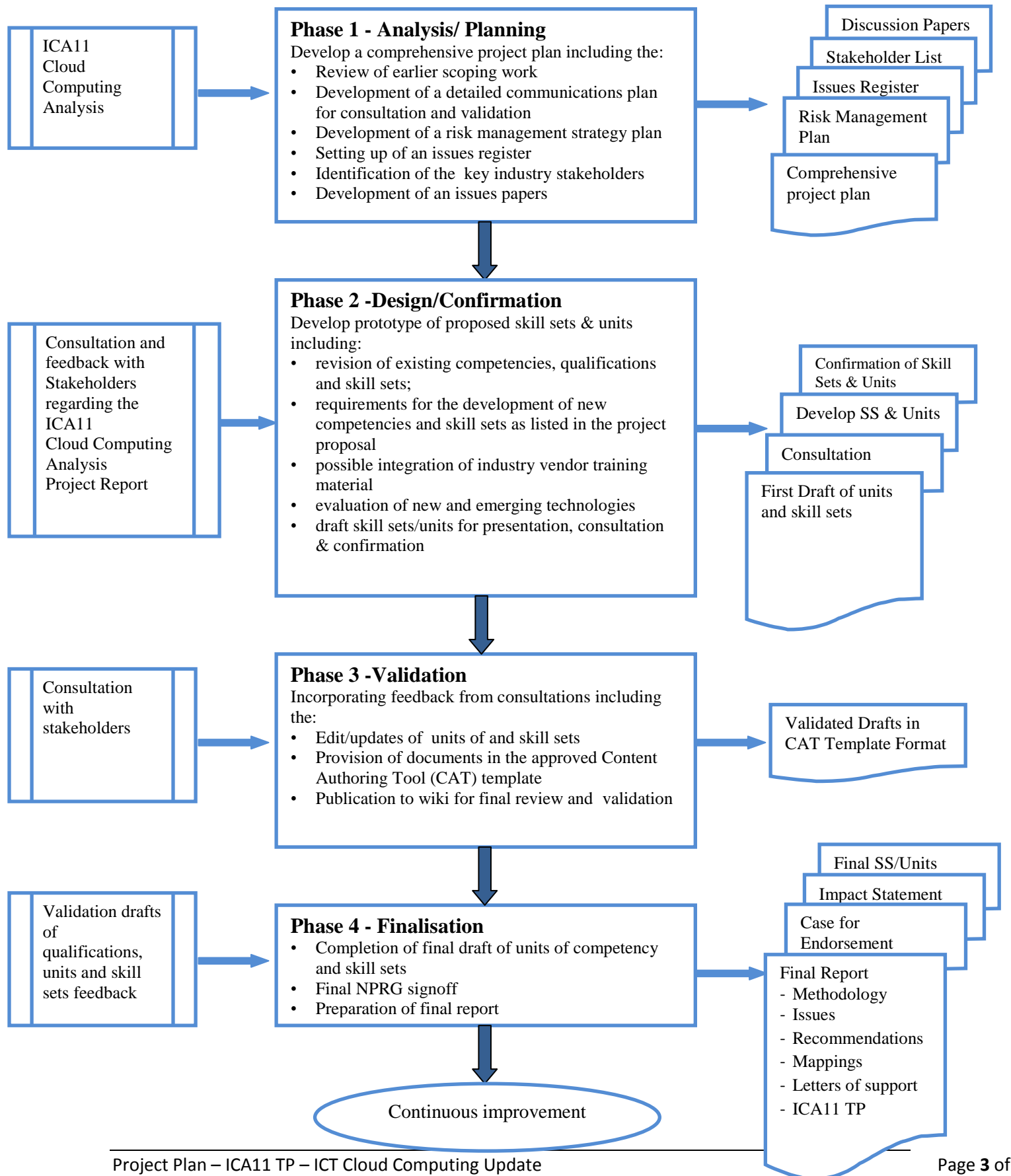
In undertaking this project we will be utilising the skills of educational and industry specialists with the ability to analyse training needs, research industry requirements and design, develop, implement and evaluate innovative training programs. The project will be carried out in consultation with the identified stakeholders from project briefing as well as with any other identified parties from industry, professional associations and Registered Training Organisation. This project will employ the methodology outlined below while also abiding by the guidelines and practices as outlined in the Training Package Developers Handbook (TPDH).

This project plan presents a carefully considered approach to meeting the project requirements using a logical model of continuous improvement and is supported by our strength and expertise in project management, implementation and evaluation. The inputs and outputs for each phase of the project are outlined in the diagram below and further expanded in the following documentation.

## INPUT

## PHASE

## OUTPUT



## Phase 1 - Analysis

Develop a comprehensive project plan which includes:

- the review of earlier scoping work
- a detailed communications plan and issues register for consultation and validation
- a detailed risk management strategy plan
- review identified key industry and targeted stakeholders
- commencing work on drafting a Cloud units and skill sets based on the Cloud Computing Analysis document
- preparation of documentation for the National Project Reference Group (NRPG)

## Phase 2 – Design & confirmation

Develop a prototype of proposed units and skill sets against the Cloud Computing Analysis report including:

- revision of existing competencies, qualifications and skill sets;
- confirm requirements and develop new competencies, qualifications and skill sets identified in the Cloud Computing Analysis report
- possible integration of industry vendor training material
- evaluation of new and emerging technologies
- the development of issues papers to clarify scope and support discussion
- the development of a presentation for consultation
- the development of a Wiki to enable national consultation and feedback
- Carry out national consultations by video, teleconference and on-line with all identified stakeholders.
- Uploading of draft units of competency, skill sets and assessment guidelines onto the IBSA Review and Feedback register

## Phase 3 – Development and Validation

Incorporate feedback from consultations:

- Revise units of competency and skill sets as required and develop a final training package model
- Provide documents in Content Authoring Tool (CAT) template
- Publish online for further validation
- Conduct general consultations by video, teleconference, on-line and face to face consultations as required
- Development of a discussion paper for consultation at workshops and NPRG meetings.

- Continuous uploading of content of draft units and qualifications onto the IBSA Review and Feedback Register for feedback.

## Phase 4 – Finalisation

The finalisation part of the project is a critical stage to maintain the integrity and the validity of all processes and outcomes. Review at all stages will be progressively conducted under our continuous improvement strategy to maintain the validity and integrity of the ICA11 project update developments and to ensure that all stakeholders are fully involved and maintain their commitment and input in the project.

The finalisation phase will include:

- Completion of final draft of units of competency and skill sets which will incorporate agreed and validated stakeholder feedback.
- A final report that details:
  - the methodology used for the project, including details and outcomes of the consultation and validation as well as the details of all organisations and individuals that were consulted.
  - any issues that arose during the project and how they were considered and resolved
  - any recommendations that arose during the project that need to be considered for future continuous improvement work
  - a mapping of modifications that will include details of changes in the revised units of competency and qualifications to the current units of competency and qualifications, and, also include details of new units of competency and qualifications
  - Letters of support from the NPRG and key stakeholders
- A Case for Endorsement, DEEWR Training Package Development and Endorsement Process 2008, [http://www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/Training\\_Package\\_Development\\_Endorsement\\_Process\\_2008.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/Training_Package_Development_Endorsement_Process_2008.htm).
- An Impact Statement, DEEWR Training Package Development and Endorsement Process 2008, [http://www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/Training\\_Package\\_Development\\_Endorsement\\_Process\\_2008.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/Training_Package_Development_Endorsement_Process_2008.htm).
- Revised and/or new qualifications, units of competency, skill sets and Assessment Guidelines in accordance with the agreed outcomes of Stage 1 of the project.
- 2 CD versions and a print version of all final reports and NQC submission documents

# Consultation, Communication and Validation Strategies

## National Project Reference Group (NPRG) meetings.

This project will be overseen by the NPRG which is managed by IBSA. The role of this group is to identify any risks affecting the implementation of the units/qualifications by considering delivery in a range of industries, workplaces and institutional settings.

NPRG meetings (3) are planned and are listed in the timeline document:

- 1 meeting during *Design and Confirmation* – Phase 2
- 1 meeting during *Development and Validation* - Phase 3
- 1 meeting for sign off during *Project Finalisation* - Phase 4

## Consultation

The national consultation and validation process will be by the development of a Wiki for comment, discussion and feedback. Alternative communication strategies such as the use of email, video and teleconferencing will be utilised as required. Other face to face workshops/consultations will be undertaken if identified by IBSA as being required

The consultations will include the invitation of a range of stakeholders from industry determined in consultation with IBSA and identified in the Cloud Computing Analysis report. Other stakeholders will be included if identified during the ongoing consultations. IBSA will be regularly consulted to ensure the integrity and validity of the project and its outcomes.

Preparation for Endorsement following on from Phase 4 – Finalisation stage will be primarily the responsibility of IBSA with support and assistance from ISU, Ultimo.

## Risk Management Strategy

TAFE NSW, ISU, Ultimo as part of its project management approach includes Risk management Strategy in all project undertakings.

Our Risk Management Plan will

- Identify the possible risks
- Assess the potential impact of the risks
- Action plan to minimise the risks
- Communicate to stakeholders regarding potential risk identification
- Monitor factors that can contribute to risk manifestation

Identified potential risks:

- Unable to meet project deliverables on time and on budget.
- Unable to meet outputs and deliverables due to staff issues(no longer available , sickness etc)
- Unable to maintain stakeholders' participation and contribution for the duration of the project.

Strategies to minimise risks:

- Regular consultation and communications with IBSA will be instigated as a key component of the risk management process.
- Careful planning and anticipation of possible risks by the project manager through regular weekly project meetings will minimise the impact of risks on the project.
- Leveraging the large number and wide range of skills available to TAFE NSW as a consequence of its size makes it less likely to be affected by individual sickness and other misadventures of staff working on this project.
- Utilising our tried and tested network of reliable industry partners and RTO delivery centres will minimise the risks of non-stakeholders' participation.

## Timelines

A project timeline extract is outlined below and it lists the identified tasks and durations. This will be updated regularly as part of the project management in consultation with IBSA as any project criteria change during industry/ NPRG consultations.

<b>Main Milestones</b>	Phase 1	24 September 2012
	Phase 2	12 November 2012
	Phase 3	23 November 2012
	Phase 4	14 December 2012

